



JOB OPPORTUNITY

CALIFORNIA STATE DEPARTMENT OF INSURANCE

SENIOR INSURANCE EXAMINER (SPECIALIST)

\$5,550 - \$7,295

FIELD EXAMINATION DIVISION

SAN FRANCISCO

This recruitment may be used to fill multiple vacancies occurring in this location for this classification within the next 60 days.

RESPONSIBILITIES:

Under general direction, the incumbent will plan, direct and conduct financial examinations of the largest, most complex insurance companies to determine their financial condition, solvency, legality and propriety of operations; compliance with the California Insurance Code as well as the Department rules and regulations. This incumbent will also be responsible for training and leading field examiners in performing financial examinations; and perform other administrative duties as required. When conducting financial examinations of insurers, the incumbent must travel to an insurer's place of location, which includes in-state or out-of-state.

DESIRABLE QUALIFICATIONS:

- Experience in conducting financial examinations of small to medium size insurance companies.
- Experience in leading accounting and auditing staff.
- Possess strong communications skills (both written and oral).
- Ability to research and consistently apply California Insurance Code, California Code of Regulations, and statutory accounting practices prescribed by the National Association of Insurance Commissioners.
- Ability to think critically and make decisions based on reasonable and timely analysis.
- Ability to manage time and projects effectively.
- Ability to identify solution to complex problems.
- Willingness to travel and work away from the headquarters office which include in-state and out-of-state travel.
- Designation as a Certified Financial Examiner with the Society of Financial Examiners is preferred.

WHO MAY APPLY:

Applications will be accepted from current State employees at the Senior Insurance Examiner (Specialist) level, those with transfer eligibility, or those with list eligibility. Training and Development Assignments may be considered. All applications will be reviewed; however, only the most qualified candidates will be interviewed. ***All applicants must clearly indicate the basis of their eligibility (i.e., SROA, surplus, reemployment, reinstatement, transfer, or certification list eligibility) on the state application.***

11/03/15 MR

DO NOT SUBMIT APPLICATIONS TO CalHR

"The State of California is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right to family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding and related medical conditions), and sexual orientation."



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STATEMENT OF QUALIFICATIONS:

All interested candidates must submit a completed standard State of California application and a "Statement of Qualifications" in order to be considered for this position. The Statement of Qualifications is a narrative discussion of your education, training, experience, and skills as it relates to the desirable qualifications listed above. The Statement of Qualifications serves as documentation of each candidate's ability to present information clearly and concisely in writing and should be typed and no more than two pages in length.

All applicants, regardless of the type of eligibility, must provide proof of meeting the minimum qualifications of the classification. To view the minimum qualifications, please visit [CalHR Job Descriptions](#) and type in either the class code or title of the classification for which you are applying.

Failure to provide proof of meeting the minimum qualifications of the classification through experience and/or education (if required) will eliminate you from being considered for the position.

APPLICATION PROCEDURE:

Please mail a completed standard [State Application STD 678](#), and proof of meeting the minimum qualifications of the classification to Malinda Randolph, Department of Insurance, Human Resources Management Division, 300 Capitol Mall, 13th Floor, Sacramento, CA 95814. **Failure to provide proof of meeting the minimum qualifications of the classification through experience and/or education (if required) will eliminate you from being considered for the position.**

DO NOT EMAIL APPLICATION. Emailed applications will not be accepted. **PLEASE INDICATE "Senior Insurance Examiner (Specialist), PSN # 413-251-4410-XXX" ON THE STATE APPLICATION. Applications must be postmarked by the final filing date to be considered.** For additional information, please call Malinda Randolph at (916) 492-3300.

FINAL FILING DATE: November 20, 2015 by 5:00 p.m. – Close of Business

NOTE: Possession of minimum qualifications will be verified prior to interview and/or appointment.

If it is determined an applicant does not meet the minimum qualifications, the application will be forwarded to CalHR for review and the applicant's name may be removed from the eligibility list.

If you are applying for more than one recruitment, a separate State Application (STD. 678) is required for each recruitment for which you would like to be considered.

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